



Code: 8875
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Fire Prevention

CLASS TITLE: ASSOCIATE FIRE PREVENTION ENGINEER

CHARACTERISTICS OF THE CLASS

Under supervision, performs entry level professional work in the review of construction plans and drawings for compliance with the City's Fire Code, and performs related duties as required

ESSENTIAL DUTIES

- Reviews building plans for construction/structural plans (new and existing structures) to ensure plans are in compliance with the fire prevention, fire protection, and fire/life safety requirements of the Municipal Fire Codes
- Examines construction documents including blueprints to review design layout and engineering specifications for fire protection systems
- Conducts plan reviews for the installation of standpipe systems, sprinkler systems, fire alarm systems, alternate automatic fire-extinguishing systems, and other fire protection equipment to ensure compliance with fire code requirements
- Conducts plan reviews for above ground flammable liquid storage tank systems
- Applies fire code requirements and explains needed revisions to contractors, architects, building owners and the general public in order to bring construction plans into code compliance
- Responds to inquiries regarding fire protection and safety requirements and needed plan revisions to correct fire code violations
- Approves fire suppression system plans for all Mobile Food Vehicles (Food Trucks)
- Conducts on-site reviews of completed construction projects to test fire alarm equipment for proper operation prior to building occupancy
- Maintains records of approved plans and permits issued
- May assist in preparing draft amendments to the Municipal Fire Code

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, or an equivalent combination of education, training, and experience provided the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to hazardous conditions (e.g., active construction sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- Ability to climb staircases, ladders, and/or step stools
- Ability to access multi-level structures and other spaces

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- reading and interpreting construction plans, engineering specifications, and architectural drawings
- fire protection engineering principles, practices, and procedures
- building materials used in design and construction
- codes, standards, and ordinances related to fire prevention and fire suppression systems, including the Chicago Building Code and Chicago Fire Code
- applicable computer software and applications
- *report preparation methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- *WRITE - Communicate information and ideas in writing so others will understand
- *CONCENTRATE - Concentrate on a task over a period of time without being distracted
- *RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

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- *REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- *REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2021